



Date	Student's Full Name	Date of Birth (D/M/Y)	Grade

Email Address	Phone Number	(Former Students Only) Year of Graduation or Withdrawal

PROCESSING TIME:

- Non-Urgent** (6-10 days) **Urgent** (3-5 days) - *additional fee* **Emergency** (Next Day - Current Students Only) - *additional fee*

MODE OF DELIVERY

- Self Collection Authorize a person to collect Mail/Post Email Courier

DOCUMENT DETAILS AND FEES (see back for fee structure)	No. of Copies Per Item	(Official Use Only) Fee Per Item	(Official Use Only) Fee Sub-Total
Official MOE Transfer Certificate			
Official MOE Continuation Certificate			
Official MOE Final Grades Certificate			
Report Cards (Specify grades/semester) _____			
Certificate of Enrollment			
Official Transcript (High School Only)			
Unofficial Transcript (High School Only)			
		Courier/Postage Fee:	
<input type="checkbox"/> Paid (Cash, Cheque, Bank Transfer) Receipt No:		FEE TOTAL:	

REASON FOR REQUEST

- University Application School Transfer Other (Please Specify):

DESTINATION NAME, POSTAL ADDRESS & PHONE NUMBER (if sent via mail/post or courier)

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OTHER COMMENTS, DETAILS & REQUESTS**TO AUTHORIZE ANOTHER PERSON TO COLLECT ON YOUR BEHALF**

I authorize _____ (Phone No: _____) to collect the above documents at the school office on my behalf. He/she is my (Relationship to Self) _____.

Name: _____ Signature: _____

Date: _____

ACKNOWLEDGEMENT OF COLLECTION - Sign at Document Pick-up

Name: _____ Signature: _____

Date: _____ Relation: _____

FEES

Current Students:	Per Document (AED)		
	Non-Urgent (6-10 days)	Urgent (3-5 days)	Emergency (Next day)
MOE Certificates	Free	Free	Not Available
Report Cards (one copy)	Free	10	25
Certificate of Enrollment (one copy)	Free	10	25
Official Transcript	Free	25	50
Unofficial Transcript	Free	10	25
Extra copies of above documents	20 AED (in addition to above fee)		

Former Students and Alumni:	Per Document (AED)		
	Non-Urgent (6-10 days)	Urgent (3-5 days)	Emergency (Next day)
Report Cards (one copy)	10	10	25
Official Transcript	10	25	50

IMPORTANT NOTES

- Processing time is indicated in school days
- Urgent and Emergency Processing will be slower at the beginning and end of a semester
- Grade 12 students may request up to 5 copies of transcripts free of charge for university admissions purposes. They will also receive one certificate of enrollment and up to 5 transcripts at Graduation. A form must be completed for these requests.
- Request for a Letter of Recommendation should be submitted directly to relevant teachers or administrators.
- Courier and Mail/Post Fees depend on location and speed and are costs in addition to above fees.